



*County Office of Boards & Commissions
Presents*

Effective Meeting Management

**Tuesday, February 4, 2014
9:00 a.m. – 11:30 a.m.
Pi'ikoi Room A/B**

This training session will be facilitated by Deputy County Attorney Ian Jung. Training will provide basic principles, guidelines, skills, tools and techniques that may be encountered in managing a meeting.

Topics will include:

- Role and Authority of the Chair
- How to Manage a Meeting
- Robert's Rules of Order
- Basic Parliamentary Procedures
- Guidelines for Public Participation
- Strategies for Potential Challenges
- Applying Principles in Simulated Setting

Required for Board and Commission
Chairs and Vice Chairs;
All Members Welcome

Registration & Information

Please email lagoot@kauai.gov
to register for this **free** training session.
For information call 241-4917.

Deadline to register:
Tuesday, January 28, 2014

Maximum of 35 attendees

*If you need an alternate format, or an
auxiliary aid due to a qualifying disability,
please contact the Office of Boards &
Commissions at 241-4917 at least five (5)
working days prior to the training session.*